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OPEN STATEWIDE EXAMINATION

HOUSING AND COMMUNITY DEVELOPMENT

SPECIALIST II – 4CD0602



HOW TO APPLY	<p>Applications are available and may be filed in person or by mail with:</p> <p>Department of Housing and Community Development P.O. Box 952050 (File by mail) 1800 Third Street, Room 405 (File in person) bhsu@hcd.ca.gov (File electronically) Sacramento, CA 94252-2050 Attn: Personnel Office</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD. THE DEPARTMENT WILL ONLY ACCEPT STATE APPLICATION (STD.678) WITH A REVISION DATE OF 12/2001. IF AN OLD APPLICATION IS SUBMITTED, YOU WILL BE ASKED TO COMPLETE ANOTHER APPLICATION WITH THE NEW REVISION DATE.</p>
FINAL FILING DATE	<p>July 21, 2004</p> <p>Applications (form 678) must be POSTMARKED no later than the final filing date. Applications electronically submitted must meet the final file date. Applications postmarked, personally delivered, received electronically or via interoffice mail after the final filing date will not be accepted for any reason.</p> <p>If you meet the entrance requirements for this class and for Housing and Community Development Specialist I, scheduled on the same day, you may file for one or more examinations on a single application.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.</p>
EXAMINATION DATE	<p>Qualification Appraisal Interview It is anticipated that interviews will be held during August/September 2004.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.</p> <p>This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply. Veterans' preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>
SALARY RANGE	<p>\$4960 – 6028*</p> <p>*This salary does not reflect the one day per month salary reduction required under the Personal Leave Program.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental open list will be established for the Department of Housing and Community Development. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
THE POSITION	<p>The Housing and Community Development Specialist II leads and supports highly technical programs and program activities; identifies and assesses housing needs; provides technical assistance to local jurisdictions in the development of housing programs or policies; advises on available housing financing resources and property/asset management practices; reviews, analyzes, and drafts proposed legislation and regulations; examines housing issues for policy impact; makes oral presentations and prepares written reports and correspondence. A Housing and Community Development Specialist II is a nonsupervisory technical expert position requiring skills, knowledge, and abilities definably above the Housing and Community Development Specialist I level. Positions allocated to the class are based on extraordinary project responsibility and program sensitivity and are identified by top management of the Department as requiring the services of the most highly skilled practitioners who serve as prime resource persons and innovators.</p> <p>Positions currently exist with the Department of Housing and Community Development in Sacramento <u>only</u>.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year); time base and civil service class titles.</p> <p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the "non-State experience" pattern must be in a class at a level of responsibility at least equivalent to that of one of the classes specified in the promotional State experience pattern.</p> <p><u>Either I</u></p> <p>One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to a Housing and Community Development Manager I or a Housing and Community Development Specialist I.</p> <p><u>Or II</u></p> <p>Two years of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to a Housing and Community Development Representative II.</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Or III

Experience: Five years of progressively responsible professional experience in one or a combination of the following:

1.

In the administration and supervision of one or more phases of housing development and project planning such as site selection, financing, and supervision of on- and off-site construction of all types of housing.
2.

In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, or low-income housing programs. Qualifying experience in such agencies or firms includes property management, homeownership and tenant counseling, economic or statistical research, housing policy analysis, and housing law.
3.

As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community development planning, including preparation or review of housing elements.

(Experience in teaching urban planning, community development, or a comparable field may be substituted for up to two years of the required experience on a year-for-year basis.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (A Master's Degree in urban planning, urban land economics, architecture, or a related urban studies field may be substituted for up to one year of the required general experience.)

SPECIAL
PERSONAL
CHARACTERISTICS

Willingness to travel throughout the State and work irregular hours.

EXAMINATION
INFORMATION

This examination will consist of a structured qualifications appraisal interview. Candidates will be allowed time prior to the interview to prepare a response to a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualification Appraisal Interview – Weighted 100%

SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A.

Knowledge of:

1.

Purposes, organization and functions of the Department of Housing and Community Development.

2.

General housing and economic development trends.

3.

Research techniques.

4.

Basic finance principles.

5.

General provisions, interpretation and application of Federal, State and local laws, regulations and programs relating to the development of low-income housing, community and economic development, and local planning.

6.

General problems and planning principles in the development of low-income housing, and the creation and retention of jobs for low-income persons.

7.

Public planning including real estate law and practices.

8.

Principles and practices of property management and housing counseling.

9.

Economic development.

10.

Federal and State laws and regulations pertinent to the financing of low- and moderate-income housing.

11.

Conventional financing and lending procedures.

B.

Ability to:

1.

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing community and economic development issues.

2.

Identify and evaluate issues related to community development.

3.

Analyze data and present ideas and information effectively both orally and in writing.

4.

Provide technical assistance and expert consultation in the fields of housing development, housing finance, economic and community development to housing authorities and various other governmental agencies and private organizations.

5.

Effectively formulate policies and coordinate their implementation.

6.

Work under tight schedules and deadlines.

7.

Establish and maintain effective working relationships with professional personnel, community groups, and minorities.

8.

Work independently.

9.

Plan, organize, and carry out aspects of a technical housing or community development related project of significant impact, scope, or complexity

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Testing Office at (916) 445-4807 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board office, local offices of the Employment Development Department and the Department noted on the front. Applications may also be obtained through the State Personnel Board's website at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Housing and Community Development reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, the panel will evaluate candidate's responses to questions related to the scope described on this bulletin.

CALIFORNIA STATE GOVERNMENT - An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

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From TDD phones: 1-800-735-2929 from voice phone: 1-800-735-2922



STATE OF CALIFORNIA – BUSINESS, TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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